



*For additional information
or to submit an application
contact:*

*Human Resources
567 El Camino Real
San Bruno, CA 94066
650-616-7055*

The City of San Bruno

*Invites Your Application For
Children's Services Manager*



\$6,240 - \$7,658 Monthly

*Final Filing Date
October 13, 2006*

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

THE CITY

San Bruno is “the Peninsula City with a Heart”. Located in San Mateo County, San Bruno is twelve miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich city, San Bruno has an established single-family residential population of 40,165 in a community that is characterized by a small-town atmosphere within a large metropolitan area.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. Cultural opportunities include numerous museums, galleries, theaters and the San Francisco symphony. For the sports and outdoors enthusiast, San Bruno’s location provides convenient access to the San Francisco 49ers and Giants venues, the Golden Gate National Recreation Area, and the San Francisco Bay.

Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University. Numerous regional shopping centers abound.

The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond. San Bruno has a total of 6.4 miles of hilly terrain that varies in elevation from 12 feet to 875 feet. Mild winters and warm summers characterize San Bruno’s excellent coastal weather making it possible to enjoy the natural beauty of the area on a year round basis.

THE DEPARTMENT

The San Bruno Public Library, currently under the direction of Terry Jackson, has served the City in its present location since 1954, offering a tradition of small town service with a big city dedication to technology. As a member of the Peninsula Library System, a consortium of all the public and community college libraries in San Mateo County, the Library participates in system cooperative activities and is fully automated with Innovative Millennium automated system, online public access catalog, and Internet access.

A total staffing component of 10.5 employees serve a population of approximately 40,165, with over 21,475 registered borrowers and an annual circulation of 331,000 from a collection of over 112,000 items. An integral part of San Bruno, the Library maintains its commitment to the future with a strong link to our local schools and partnership with other agencies, including San Bruno CATV, the City owned and operated Cable television service provider.

THE POSITION

The person in this position manages, directs, supervises, and coordinates the Children's Services Division; maintains functional relationships among all other service units; provides training and professional development to staff; develops policies and procedures; ensures that library services are responsive to community needs; provides highly complex staff assistance to the department head.

This position is classified as Fair Labor Standards Act (FLSA) Exempt.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in planning and implementing library goals, objectives, policies and procedures; manage, organize and direct implementation of specific activities, projects and programs for the Children's Services Division.
- Develop, plan and implement goals, objectives, policies and procedures for the Children's Services Division.
- Assist in the preparation and administration of the Children's Services Division budget, monitor and control expenditures.

- Participate in the selection, training and evaluation of personnel; provide or coordinate staff training.
- Coordinate assigned functions with other library service units, city departments and public agencies.
- Select books and materials for the children's collection; develop programs to stimulate reader interest by working with schools, day care centers and other local community agencies.
- Personally perform professional children's reference work and assist patrons in using library materials; conduct class visits and story time programs.
- Answer questions and provide information to the public; investigate difficult or sensitive patron complaints and recommend corrective action as needed.
- Represent the city and library in the community and at professional meetings and committees as necessary.

MINIMUM QUALIFICATIONS

Education and Experience:

A Master of Library Science degree from an American Library Association accredited college or university; and

Three years of increasingly responsible professional librarian experience in a technical area such as Children's Services.

License Required:

Must possess, or be able to obtain and maintain a valid California Driver's License.

Knowledge of:

Contemporary methods, techniques, principles, and practices of professional public library service administration and organization; principles and practices of budget and financial procedures, techniques, and Management; policies, procedures, and functions of public library cooperative systems.

Principles and practices of policy development and implementation; of supervision, training, performance evaluation and personnel management, and employee relations; Public library materials selection standards and policies; interpersonal communication techniques for dealing with the public and staff; program planning and evaluation and report-writing procedures; library automation applications in a public library.

Ability to:

Develop, coordinate, supervise and implement library programs and services to meet community needs; assist in the preparation of the library budget, and administer the Children's Services Division budget; coordinate, supervise, train and evaluate staff; establish, maintain, and foster positive working relationships with those contacted in the course of work; analyze, interpret and explain department and division policies and procedures; exercise good judgment, flexibility and tact in response to changing situations and needs; plan, communicate, delegate and monitor a variety of concurrent projects; represent the department head at various assigned functions;

APPLICATION PROCESS

Interested candidates may apply on line at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at (650)616-7055.

The deadline for a completed application is Tuesday, October 13, 2006 at 5:00 pm. No faxes or postmarks will be accepted.

TO BE CONSIDERED

All applications will be screened in accordance with the criteria outlined in this brochure.

Only those candidates best fitting the needs of the City at this time will be invited to participate further in the process. Examinations for this position may include written exercises and/or interviews.

EMPLOYEE BENEFITS

Retirement

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55 plan. Employees pay PERS contribution of 8% and do not pay Social Security. Employees are not covered by Social Security, but do contribute 1.45% for Medicare coverage.

Insurance

The City currently contributes \$825 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$450.50 per month is paid on a tax-deferred basis and is subject to adjustment by the plan annually.

Life insurance equal to one year's annual salary and Long-Term Disability (LTD) coverage is provided at no cost.

City Contribution To Deferred Compensation

The City contributes a matching amount of up to one-half of one percent (.005) of an employee's salary on a biweekly basis to the deferred compensation program. You must be enrolled in one of the City's deferred compensation programs and make a payroll deduction of at least one-half of one percent (.005) to be eligible.

Leave

Includes 10 - 23 days vacation per year depending on length of service, 12 days annual sick leave, 14.5 paid holidays and sixty (60) hours management leave per year.

Other Benefits Include

- Home Loan Assistance Program
- 2.5% Bilingual Incentive
- Credit union membership
- Section 125 Flexible Benefit Plan
- Tuition reimbursement
- Personal/professional development account of up to \$500 annually.

MISSION STATEMENT

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

VISION STATEMENT

San Bruno will be the Peninsula City of Choice in which to live, learn, work, shop and play.

THE CITY OF SAN BRUNO VALUES

- Integrity
- Protecting, guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness and commitment to the community

Join the City of San Bruno
The Peninsula City
With a Heart

NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

